

HEARING NOTICE FORM LETTER
CIVIL RULE 16.1

Date:

Plaintiff (s) Counsel Name
Plaintiff Counsel Address
Plaintiff Counsel Address

Defense Counsel Name(s)
Defense Counsel Address
Defense Counsel Address

RE: Civil Action No: _____ Judge's initials: _____

Caption: _____

vs.

Dear Counsel:

This will confirm that an ADR Hearing in this case will be held on: [date]
at: [place] .

Pursuant to Rule 16.1(k)(6), all exhibits and pleadings must be provided to the adverse party and the ADR Practitioner on or before [date] . All references to insurance coverage must be deleted in any documents sent to the ADR Practitioner. Further, all subpoenas should be issued as quickly as possible so they may be served prior to the hearing date.

Your share of the ADR fee is due and must be paid to the Prothonotary prior to the hearing.

Very truly yours:

ADR Practitioner

cc: Civil Case Manager